

Police Clearance Checklist

Everything to prepare for your National Police Clearance, on one page. Tick each box before you go.

₱150

+ convenience fee (varies)

1 ID

Government-issued, original

Online

Payment only, no over-the-counter

3 years

Renew without appearance

STEPS (PNP'S 4-STEP PROCESS)

1. **Register** at pnpclearance.ph, then sign in.
2. **Edit Profile** exactly as it appears on your ID, then **Clearance Application**: choose the purpose (General for most jobs), a police station, a date and an AM/PM slot, then Save Appointment.
3. **Pay online** with "Click here to Pay" (LANDBANK ePayment: GCash, Maya, 7-Eleven, banks). Keep the receipt.
4. **Visit the station** on your date for biometrics, photo and signature, then wait for verification and release.

BRING THESE

- ☐ **1 valid government-issued ID (original)**

Bring a second ID as a backup

- ☐ **NPCS appointment reference number**

Shown on your Transactions page

- ☐ **Proof of payment**

Payment confirmation slip or e-OR

- ☐ **Profile details match your ID**

The name you typed is what gets printed

- ☐ **First-time job seeker? FTJS certification from your barangay**

Tick the box in your profile. Free once (RA 11261)

Renewing? Log in to your old account. Without appearance (within 3 years of your last visit): upload a 2x2 photo with a white background and a selfie holding your valid ID, then download the clearance once approved.

OFFICIAL HELPDESK (PNPCLEARANCE.PH)

Camp Crame, Quezon City · (02) 8723-0401 local 7663 · +63 927 964 6657 · Monday to Friday, 8:00 AM to 5:00 PM

Verify a clearance: pnpclearance.ph → Verify Clearance (last name + transaction number)

Full guide: papelesph.com/police-clearance/

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